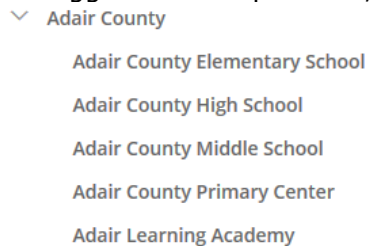## eProve Diagnostics Quick Reference Card

The eProve platform allows districts to manage their own users – a departure from the protocol used in ASSIST. Each district should determine the appropriate staff to be granted administrative access. In short, those with district administrative access can create additional district administrators or users in addition to school administrators and users.

How to access eProve

➢ eProve URL: http://eprovediagnostics.advanc-ed.org/diagnostics/#/log-in
➢ All users listed as Heads of Institution at the district or school level in ASSIST as of January 1, 2017 have been granted administrative access to eProve at the appropriate level using the same email address/password information.
➢ All new user accounts must be created by an administrator.
➢ Users who have forgotten their passwords may reset in the eProve platform.
➢ For district administrator users who do not currently have access contact Brandon Quick for assistance at (502) 564-4970, ext. 4020.
➢ All users should use their district assigned email address, i.e., fname.lname@district.kyschools.us.

Steps for managing users:

1. Once logged into the platform, the drop down menu contains the district and or school associated with the user.

⌄ Adair County

    Adair County Elementary School

    Adair County High School

    Adair County Middle School

    Adair County Primary Center

    Adair Learning Academy

2. Select the appropriate institution to begin managing users.
3. Click the horizontal line navigation tool in the top left corner.

☰

4. Click **Manage Users**
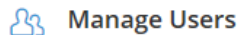
    👥 Manage Users

5. This screen shows a list of current users at the selected institution.
6. Click the **Add User** to create an eProve account for a new user.

7. Select the appropriate level of user access. Note that eProve initially allows two levels of access – *Administrator* and *User*.

- An administrator has access to grant user rights, assign diagnostics and control user access to the diagnostics (view, edit, delete, lock diagnostics, open diagnostics, etc...). **Limiting administrator access per district/school is recommended.**
- Users can have access to either view or edit diagnostics at the district and/or school level.

Role ⓘ

User	✓
Administrator	

☑ Send account access email to user

8. Click the vertical ellipsis ⋮ beside the user's name to edit, re-send an invitation, disable or delete the user's access.
9. Once a user is added, the user will receive an email allowing the user create a password and access the platform.

How to manage and complete content

1. Click the horizontal line navigation tool in the top left corner.

   ☰

2. Click **Content Library**

   📄 Content Library

3. Select the **Kentucky Department of Education (KDE)** tab. This will display all diagnostics/tasks currently available to the school or district.

	AdvancED Certified Content	**Kentucky Department of...**

Type	Content Name	Description	Actions
Schools	*KDE Continuous Improvement Diagnostic*	KDE Continuous Improvement Diagnostic	⋮
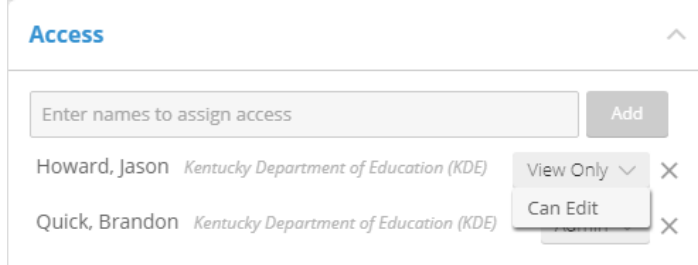
4. Click the vertical ellipsis ⋮ beside the desired diagnostic.

Start a diagnostic with
custom content

5. The Diagnostics Setting screen allows the administrator to perform essential functions, such as:
    a. Set the status of a diagnostic to **draft**, **open** or **locked**
        ▪ **Draft**: accessible only by admins
        ▪ **Open**: available for response to those assigned access
        ▪ **Locked**: prevents entry of responses until re-opened by administrator
    b. Determine who has access to the diagnostic by searching for existing users within the organization
    c. Once the user is located the administrator can assign *view only* or *can edit* privileges. **These privileges must be assigned for each diagnostic completed in eProve.**

Access ∧

Enter names to assign access | Add

Howard, Jason *Kentucky Department of Education (KDE)* View Only ∨ ✕

Quick, Brandon *Kentucky Department of Education (KDE)* Can Edit ✕

    d. Assign a **Target Completion Date** to correspond with KDE Continuous Improvement deadlines

Target Completion

Target Date (optional) MM/DD/YYYY 📅

    e. Rename the diagnostic (note this is an optional function to personalize the diagnostic and/or version).

eProof Help Desk Support: helpdesk@advanc-ed.org
KDE Contact: Brandon Quick